App. F. IX-4

40-41

Previous References ~~193~~ (P.S.)

File No. 70-40.

Serial Nos. 27-28

Later References.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

Part B for April 41

SUBJECT.

Forms req'd by the Secy to the Bd of Management. Mtgs. L.S. & P. Exams &c

28

To the Supt of P.G. Mines

7517-19 of 1874

WD 0573—GPB—22,500—12-9-89

functions the last of —

1 3/15.

No. P. C.526

Encl. 3 stt. in duplicate & copy of letter

OFFICE OF THE SECRETARY, PRESS COMMITTEE,
GOVERNMENT PRESS,

Bangalore, dated 24th March *194* 1.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

TO

The Secretary to Government,
Development Department, Bangalore.

3593

GEN. & REV. SECTT.
31 MAR. 1941
AGRL. & FOREST BRANCH.

SIR,

I have the honour to submit herewith a standard list of forms used in the office of the Secretary to the Board of Management, the Mysore Local Service and Pleaders' Examinations, Bangalore, together with statements of common and financial forms required by the office, countersigned by the Secretary and to request you to kindly arrange to obtain sanction of Government for the same. One copy of each may kindly be returned to this office for reference.

Certain additions proposed to be made in the list of financial forms, as per Secretary's letter No.428, dated 14-3-1941, copy enclosed, have been attended to. Badami envelopes are not usually supplied to Departments and no Badami emvelopes are being prepared and supplied to the Secretary from the Government Press. Two reams of Badami and one ream of Cartridge paper are supplied annually from the Stationery Depot. As the Secretary says that he requires three reams of Badami paper, there appears to be no objection to raise the quantity of badami paper to be supplied to three reams annually in the standing list of Stationery maintained in the Stationery Depot.

I have the honour to be,
Sir,
Your most obedient servant,

Secretary,
Press Committee.

DRS...

Forms required by the Secy. & the Bd of Management,
the Mysore Local Service & Pleader's Exams 3:53 — 2

General and Revenue Secretariat | PHS File No. 70 of 1940. | [App. F. III-2

Serial No.		
		Submitted. The lists of forms required by the Office of the Secy to the Board of Management, the M. L. S. & P. Exams. Bangalore have been Countersigned by the Secy. and hence may be approved. A draft sanctioning is put up for [illegible] 18.4.41 BBM 7/4 Asst. Secy 8/4 Approved. Secy 10/4
		PWD SECTION 12 APR. 1941 GEN. & REV. SECTT.
28	Do	The Superintendent Govt Printing The Secretary to the Board of Management Mysore Local Service and Pleaders Examn The Comptroller to Govt. No A.J. 7517-9. dt 18.4.41 Sanctions the above. 6/4
		GEN. & REV. SECTT. 22 APR. 1941 AGRI. & FOREST BRANCH. 21/4

NOTE—Contn. Sheet.

Letter No.428/3, dated 14th March 1941, from the Secretary to the Board ~~for~~ the management of the M.L.S. and Pleaders' Examinations, Bangalore, to the Secretary, Press Committee, Bangalore.

- - - -

In returning herewith duly countersigned, the lists of Departmental forms and Common and Financial forms received with your letter No.P.C.52 dated 18th November 1940, I am directed to state that the following alteration and addition may be made in the list of financial forms.

Insurance premium deduction forms .. 25
Establishment pay bill form 25 in place 18 proposed.

In the list of common forms, Badami paper covers (200 big and 5000 small) have been omitted. These covers are absolutely necessary for sending admission tickets, certificates, &c., to the candidates appearing for the several examinations. These may therefore be included in the list. If for any reason, it is not possible to print and supply the covers, three reams of badami paper may kindly be arranged to be supplied in addition to the usual supply of paper, for getting the covers prepared in the office itself.

"C o p y"

for Secretary,
Press Committee.

DRS.

STANDARD LIST OF FORMS OF THE LOCAL SERVICE AND PLEADERS EXAMINATIONS' OFFICE DEPARTMENT

WD —GPB—1,000—22-10-40

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
			Marks Lists:-(Contd).									
			26. Civil Procedure Code.			Vide remarks on the 2nd page.						
			27. Income-tax Regulations and Rules.				- Do -	- do -				
			28. Law of Mortgages, etc.				- Do -	- do -				
			29. Muzrai.				- Do -	- do -				
25		25	Register of Candidates.	Medium	300	Both	Calico inner cover & leather sectional stitch	Page numbered	Machine Made paper	*	4 books.	* Permanent record.
26		26	Register of applications.	F.C.	300	-do-	Calico with card board	- do -	20 lbs F.C.	*	5 books	* - Do -

Bangalore,
DATED 14th Nov. 1940.

DRS/14-11-40.

SECRETARY,
PRESS COMMITTEE.
19/11/40

COUNTERSIGNED

SECRETARY,
LOCAL SERVICE & PLEADERS' EXAMINATIONS.

STANDARD LIST OF FORMS, OF THE LOCAL SERVICE AND ENFRANCHISEMENT PLEADERS EXAMINATION'S OFFICE

WD —GPB—1,000—22-10-40

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
			Certificate forms (Contd).									

STANDARD LIST OF FORMS of the Local Service and DEPARTMENT Pleaders' Office.

WD —GPB—1000—22-10-40

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
			Certificate Forms:- (Contd)									
			(11) Income Tax.	½ F.C.	One	One	Nil	Nil	Tub size paper.		On requisition not less than 5 years.	
			(12) Muzrai.	-do-	Nil	One	Nil	Nil	-do-		- Do -	
			(13) Co-operative Inspector's Examination	-do-	Nil	One	Nil	Nil	-do-		- Do -	
			(14) Municipal & Local Board Examinations.	-do-	Nil	One	Nil	Nil	-do-		- Do -	
			(15) Registration.	-do-	Nil	One	Nil	Nil	-do-		- Do -	
			(16) Law and Practice Examination.	-do-	Nil	One	Nil	Nil	-do-		- Do -	
			(17) Prisons Examination.	-do-	Nil	One	Nil	Nil	-do-		- Do -	
24		24	Marks Lists:- 1. Land Revenue Code Higher.	No.1 to 23 += To be printed half-yearly on requisition as per following instructions.								
			2. - Do - Lower	(1) Facing sheet:- Standing matter may be kept.								
			3. - Do - Rules Higher.	(2) Inner sheets = Front page headings and top may be kept as standing matter.								
			4. - Do - Lower.	(3) Size = Generally half sheet paper may be used and register numbers to be printed are only a few quarter sheet may be substituted.								
			5. Minor Regulations Higher									
			6. - Do - Lower.									
			7. Indian Penal Code Higher.	(4) Printing = Only one side may be printed. Register numbers relating to more than one centre should not come in one page. Each centre will have the top matter printed.								
			8. - Do - Lower									

	...Higher.	
10.	- Do -	Lower
11.	Indian Evidance Act	Higher.
12.	- Do -	Lower.
13.	~~Empress~~ Co-operative Societies Regulations and Rules.	
14.	Forest Regulations and Rules.	
15.	Indian Contract Act.	
16.	Municipal District Board Regulations.	
17.	Excise Regulations.	
18.	Hindu and Mahammadan Law.	
19.	Book-keeping.	
20.	Mysore Service Regulations & Municipal and District Board Accounts Manual.	
21.	Tort and Easements.	
22.	Jail Manual, etc.	
23.	Registration Regulation, etc.	
24.	Accounts Higher.	
25.	Accounts Lower.	

(5) No. of pages - Depends upon the ~~re~~-letter numbers to be printed in each centre.

(6) No. of copies) 12 complete sets (all centres) wire stitched
(7) Nature of binding) at the cover.
3 complete sets in loose sheets for each paper (if there are two sheets to any centre they may be pasted and if there are more than 2 sheets to be wire stitched at ~~cover.~~ corner
1 Complete set for ~~in~~ loose sheets - Do - for posting register number on the table at each centre.

Note:- Facing sheets may be attached only 12 complete sets. No facing sheets are required for loose sheets.

(8) Kind of paper to be used = 10 lbs. or 20 lbs. double foolscap white paper.

(9) Proofs = First set of proofs to be sent to the Special section for approval.

- Do -	- Do -	- Do -	
- Do -	- Do -	- Do -	
- Do -	- Do -	- Do -	
- Do -	- Do -	- Do -	
- Do -	- Do -	- Do -	
- Do -	- Do -	- Do -	
- Do -	- Do -	- Do -	

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STANDARD LIST OF FORMS OF THE LOCAL SERVICE AND XXXXXXXXXX PLEADERS EXAMINATIONS' OFFICE.
DEPARTMENT.

WD —GPB—1,000—22-10-40

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
1		1	Letter Heads (big)	Please see common form statement.								
2		2	- Do - (small)	- Do -			- do -					
3		3	- Do - F.C. 1/8	- Do -			- do -					
4		4	Notice form (½)	Very small number of forms are required.					Need not be printed.			
5		5	Docket form F.C.½	Please see common form list.								
6		6	Routine notes.	- Do -			- do -					
7		7	Memo on application form.	½ & ¼ F.C.	Nil	One	Nil	Nil	Badami	Annual	3000	(1000, ½ sheets (2000, ¼ sheets
8		8	File facing sheets.	Please common form list.								
9		9	Address slips.	½ F.C.	Nil	One	Nil	Nil	-do-	Once in 5 years	3000	
10		10	Intimation to produce certificate.	¼ F.C.	Nil	Both	Nil	Nil	-do-	-do-	1000	
11		11	Intimation to rejected applications.	¼ F.C	Nil	One	Nil	Nil	-do-	-do-	500	
12		12	Instructions to Examiners.	-do-	Nil	One	Nil	Nil	-do-	*	500	* On requisitio Not less than 5 years.
13		13	- Do - Superintendents.	-do-	Nil	One	Nil	Nil	-do-	*	700	* - Do -
14		14	Confidential D.O. letter-Heads.	-do-	Nil	One	Nil	Nil	-do-	*	500	* - Do -
15		15	D.O. letter heads.	-do-	Nil	One	Nil	Nil	20 lbs	*	400	* - Do -

16	16	D.O. forwarding Answer papers.	-do-	Nil	One	Nil	Nil	Badami	*	3000	* - Do - * - Do -
17	17	List of subjects.	½ F.C.	2 pages	One	Nil	Nil	16 lbs F.C.	Annual	400	May be kept as standing matter.
18	18	Application form.	-do-	Nil	Both	Nil	Nil	-do-	Annual	4000	
19	19	Hall Tickets.	-do-	Nil	Both	Nil	Nil	-do-	½ yearly	1300 or 1400	- Do -
20	20	Answer Books.	-do-	Sin leave,	1 page 1 side	Corner wire stitched.	Nil	-do-	Annual	3000	
21	21	Acknowledgment of Answer papers.	½ F.C.	Nil	1 side	Nil	Nil	Badami	*	400	(On requisiti *(not less tha (5 years.
22	22	Pass declaration form.	-do- L.W.	Nil	-do-	Nil	Nil	16 lbs F.C.	*	250	* - Do -
23	23	Certificate forms:= (1) Revenue Higher.	½ F.C	Nil	One	Nil	Nil	Tub size paper	On requisition not less than 5 years.		
		(2) Revenue Lower.	-do-	Nil	One	Nil	Nil	-do-		- Do -	
		(3) Criminal Higher.	-do-	Nil	One	Nil	Nil	-do-		- Do -	
		(4) Criminal Lower	-do-	Nil	One	Nil	Nil	-do-		- Do -	
		(5) Accounts Higher	-do-	Nil	One	Nil	Nil	-do-		- Do -	
		(6) - Do - Lower	-do-	Nil	One	Nil	Nil	-do-		- Do -	
		(7) Civil, Part I.	-do-	Nil	One	Nil	Nil	-do-		- Do -	
		(8) -Do- Part II.	-do-	Nil	One	Nil	Nil	-do-		- Do -	
		(9) Excise.	-do-	Nil	One	Nil	Nil	-do-		- Do -	
		(10) Forest Examination.	-do-	Nil	One	Nil	Nil	-do-		- Do -	

List of Common forms required annually by the office of the Secretary, Local Service and Pleaders Examinations, Bangalore.

6

Sl.No.	Particulars.		Quantity.
1.	Service Cards.	..	100
2.	Application of P.L. of M.O.	..	10
3.	Attendance Register.	..	1
4.	Casual Leave Register.	..	1
5.	Character Book.	..	2
6.	D.O. Covers (big)	..	500
7.	- Do - (small)	..	500
8.	Early Cards.	..	15
9.	Early Slips.	..	50
10.	File Covers.	..	100
11.	Flag Slips.	..	5 sheets.
12.	Form Issue Books.	..	1
13.	Form Receipt book.	..	1
14.	"From" Register.	..	2
15.	Immediate Cards.	..	15
16.	- Do - Slips.	..	100
17.	Paper under Disposal Slips.	..	50
18.	"Peons' Delivery Books."	..	2
19.	"To" Registers.	..	2
20.	Short-hand Note Books.	..	2
21.	Stationery Issue Books.	..	1
22.	Stationery Receipt Books.	..	1

COUNTERSIGNED

Bangalore,
Dated 14th Nov. '40.

SECRETARY,
PRESS COMMITTEE.

SECRETARY,
LOCAL SERVICE AND PLEADERS' EXAMINATIONS, B'LORE.

DRS.

List of Financial forms required annually by the office of the Secretary, Local Service and Pleaders' Examinations, Bangalore.

Sl.No.	Particulars.		Quantity.
1.	Fl.5.	Last Pay Certificate. ..	1 book on indent.
2.	Fl.9.	Report of transfer of charge. ..	1 book on indent.
3.	" 10.	Travelling allowance bill form. ..	6 - Do -
4.	" 11.	Annual return of Establishment. ..	3
5.	" 12.	Proposition statement. ..	5
6.	" 13.	Establishment Pay Bill. ..	~~18~~ 25 forms.
7.	" 14.	Absentee Statement form. ..	12
8.	" 15.	Increment certificates. ..	5
9.	" 17.	Acknowledgment of permanent advance..	4
10.	" 18.	Contingent register (small). ..	1
11.	" 19.	Receipts for Service Postage. ..	10 forms.
12.	" 19A.	Account book of Service Postage Stamps.	1 on indent.
13.	" 20.	Abstract Contingent bill form. ..	5
14.	" 21.	Detailed Contingent bill form. ..	12
15.	" 30.	Statement of Advances ~~deouted~~ deducted from the bill.	12
16.	" 31.	Re-appropriation statement. ..	6
17.	" 36.	Register of ~~fi~~ furniture. ..	1 on indent.
18.	" 41.	Stock certificate. ..	12
19.	" 52.	Cash Book (small). ..	1 on indent.
20.	" 56.	Acquittance Roll. ..	1 book.
21.	" 57.	Chellan form. ..	1 book.
22		Insurance Premium deduction forms.	25

Bangalore,
Dated 14th Novr. 1940.

SECRETARY,
PRESS COMMITTEE.

COUNTERSIGNED

SECRETARY,
LOCAL SERVICE & PLEADERS' EXAMINATIONS, BANGALORE.

DR8/14-11-40.

G. R. S. App. F VI—G 2]

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8

SUBJECT .....

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Diary No. of letter replied to .....

General and Revenue Secretariat

( )

the *193*

Section. P&S

File No. 70-40

Serial No. 215

Proceedings of the Government of His Highness the Maharaja of Mysore

Date of issue ..18..4..41.....193

Signed by Dnr C.S.S.

Read— Letter No. P.C. 526 & 29th March 1941 from the ~~Supdt. Govt. Printing~~ Secy. Press Committee, B'lore Submitting ~~forwarding~~ for sanction of Govt. Three lists in duplicate of departmental, Common & financial forms required by the Secy. & the Board of Management, the Mysore Local Service & pleaders' Examinations, Bangalore. duly Countersigned by the latter and Stating that the annual supply of badami paper may be raised to three reams in the Standing list of stationery supplies to the Officer.

Order No. ~~Order thereon.—No.~~ A7 7517-9 & 18-4-41

Sanctioned.

1094

by Dy Secy.

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

order nisi.

The Supdt. Govt Printing & Secy Press Committee (with one Copy each of the forms)

" Secy. to the Bd of Management. M. L. S. & P. Examinations.

3 Comptroller to Govt.

9

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read :—

Letter No.P.C.526 dated 29th March 1941 from the Secretary, Press Committee, Bangalore, submitting for sanction of Government three lists in duplicate of departmental, common and financial forms required by the Secretary to the Board of Management, the Mysore Local Service and Pleaders Examinations, Bangalore, duly countersigned by the latter and stating that the annual supply of badami paper may be raised to three reams in the standing list of stationery supplied to the officer.

O R D E R No. AJ 7517-8 P/S 70-40-28

Dated, Bangalore, the 18th April 1941.

S A N C T I O N E D.

C. V. Narasimha Char

Secretary to Government,
Development Department.

To—The Superintendent, Government Printing and Secretary, Press Committee, (with one copy each of the forms).
The Secretary to the Board of Management, Mysore Local Service and Pleaders Examinations. Bangalore.
The Comptroller to Government.

TN-4)